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SECURITY INFORMATION

REPORT

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COUNTRY Poland
SUBJECT Hiring Procedures

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Hiring of Manual Laborers

1. A firm that had a job to be filled reported the opening to the the Polish Communist Party Employment Office (Urząd Zatrudnienia) in the office of the Municipal Presidium of the People's Council (Prezydium Miejski Rady Narodowej), or if the firm was located outside a city, to a similar employment office in the District Presidium of the People's Council. People looking for work reported to these employment offices. Before the office could recommend a person to a firm that had a job opening, the applicant had to show a satisfactory card of release from his previous place of employment. This release was given to all employees when they left their jobs. It contained, in code, an efficiency rating and the reason for discharge. If the reason for release or discharge from the previous place of employment was unfavorable, the individual was not recommended for further work, and he had to try to reinstate himself in his previous place of work or try to obtain a satisfactory card of release.
2. A person who had no work experience also applied to the Presidium employment office, but before doing so he had to obtain a statement from the Municipal or District Presidium of the People's Council to the effect that he had had no work experience and that it was all right to recommend him for a job. The Presidium of the People's Council did not keep complete employment histories, but their records listed the members of each family and stated how many were employed and the approximate material wealth of the family. The applicant presented the statement from the Presidium to the employment office along with his school diploma, and the applicant was then sent to the firm that had a job opening.

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3. The personnel director of the firm seeking an employee, or his assistant, interviewed the applicants for the job. In the interview, the personnel director asked for details about the previous place of employment and particularly about the applicant's reason for leaving. He asked about the material wealth of the family and familiarized himself with the man's political attitude. The applicant's financial position was important because this was a contributing factor in determining his wages. If an applicant was from what was considered a middle-class family -- owning perhaps a small piece of property -- his wages would usually be less than those of a man without possessions.
4. [redacted] a man's financial position had about a 10% influence in determining his wages. Other factors of consideration were Communist Party membership, membership in other organizations, and ability. [redacted] ability had about a 60% influence on wages.
5. If the interviewer considered the applicant a satisfactory potential employee, the hiring procedure was as follows:
 - a. The applicant had to write his autobiography, describing as fully as possible his past employment and private history. If this autobiography was particularly lengthy, he could write it at home.
 - b. The applicant was asked to write a request for employment. [redacted] The request consisted simply of a short statement expressing the individual's willingness to work in this particular place.
 - c. The applicant had to fill out a printed personal history form. This could not be filled out at home. It was about eight pages long and contained questions on Party membership, work experience, family background, and various political questions. This form was usually read with the autobiography in order to check the validity of the applicant's statements.
 - d. The applicant surrendered his card of release from the last place of employment, and if he had no work history, he surrendered the statement of recommendation signed by the Presidium of the People's Council.
 - e. The applicant signed a security statement in which he promised not to reveal any secrets that he might learn during his employment concerning machines and other means of production, and quantities and qualities of production.
6. All these forms were made into a file to be reviewed and signed by three of the firm officials before hiring. These three officials were the director of the firm or his representative, the secretary of the Polish Communist Party organization (Podstawowa Organizacja Partyjna -- POP) at the firm, and the chairman of the particular trade union (Przewodnicząca Rada Zakładowa) which the individual would join. (Each firm had a POP whose primary function was to watch for deviation from Communist doctrine, to recruit new members for the Party, and to control old members.) The personnel director presided at the meetings of these officials.
7. The approval of the hiring of an applicant for work by the three firm officials was considered necessary because the Communist Party was never entirely convinced of an applicant's political reliability. It was also a means of ensuring impartial hiring. Although the officials were primarily concerned with the question of political reliability, they also had a voice in determining

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pay. For a decision on whether to hire an applicant, there had to be a simple majority vote (two votes versus one). The personnel director had no vote, but his opinion usually carried the most weight, unless he was cowed by the POP representative. Normally, the POP representative would have the second weightiest voice; the director of the firm, the third, and the trade union member the least.

8. If the applicant was hired, he was given a work card which specified his job with the firm. This card was signed by the personnel director and by the chairman of the trade union. A copy of the card was given to the finance section, a copy was held by the chairman of the trade union at the firm, and a copy was attached to the employee's file in the personnel department.
9. A physical laborer was hired for a 14-day probationary period during which the personnel department checked on his past history and the validity of his statements concerning himself..

Hiring of White Collar Workers:

10. The procedure for hiring white collar workers such as clerks, typists, bookkeepers, etc. was similar to that for hiring physical laborers, except that if the interview between the personnel director and the applicant was successful, the applicant was interviewed by the section chief or department head under whom he would work. The personnel director was informed on the basis of this interview about the professional competence of the applicant, and a starting wage for him was suggested on the basis of his professional competence alone. After this interview, the personnel director met with the applicant again and stated the starting wage which would actually be offered him. This starting wage would be set in part on the basis of competence and in part on the basis of the other factors described above Paragraph 47.
11. In the Central Farmers' Cooperative in Opole there was an ex-Army captain who was a capable bookkeeper and was not given an increase in pay despite the fact that he had a wife and three children. He was earning the same as a 17-year-old girl there who had just begun to learn bookkeeping. [redacted] an increase in pay. [redacted] was refused on the grounds that this man was wealthy. He owned something like 30 hectares of land. A similar case occurred in the Central Fisheries in Opole, where there was an ex-Army officer in the bookkeeping department who was refused an increase in pay because his wife was a professor. This man was a member of the United Polish Workers Party (Polska Zjednoczona Partja Robotnicza -- PZPR). It was explained that rather than increase this man's pay, it would be better to give higher pay to a person who really needed it. This policy was not generally known among the employees; they were told that the wage fund, which was set for every firm, was too small to allow for increased wages.
12. The first three months of a white collar worker's employment was a probationary period. If he was discharged within this probationary period, he had to be given a two-week notice and his discharge fell on either the first or the 15th of the month. This was for reasons of convenience in accounting.

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The Hiring of Section Chiefs:

13. The hiring of section chiefs was done with the utmost of caution and thoroughness. In applying for these positions, one could either act through the employment office of the Presidium of the People's Council or directly to a particular firm. Applicants for these jobs usually preferred to apply directly to the firm in order to save time in finding out details about the job, such as what was expected and what was involved, and in getting an idea about what pay they might expect. The employment offices had few or no details on these jobs aside from knowing that they were available.
14. If an applicant found a job by making direct contact with a firm, he could then go to the employment office for a recommendation. However, if the applicant was a member of the PZPR, he did not have to report to the employment office, but could state that he was recommended by the PZPR. This fact was not generally known and was taken advantage of almost solely by individuals in the higher job categories.
15. The hiring procedure was the same as for other employees, and a file was made on the individual. In hiring people for these positions, the personnel director was given instructions to be very cautious and thorough. For this reason, a personnel director's job did not last usually for more than two years. It had to be expected that some person the personnel director hired for a supervisory position would be exposed for some reason or other. This exposure would cost the personnel director his job.
16. After the interview by the personnel director and by the department head under whom he would work, the applicant for section chief was told to return in two or three weeks, at which time he would learn if he were acceptable.
17. During the following two or three weeks, the personnel director wrote to the prospective employee's last three places of employment, requesting an opinion of him. After receipt of these opinions, which were added to the applicant's file, the file was brought up for review and signature by the three officials of the firm mentioned above.
18. If two of the three officials voted in favor of hiring the applicant, the entire file was forwarded to the Municipal Committee of the PZPR for additional review and final approval.

The Hiring of Department Heads

19. The procedure for hiring department heads was similar to that for hiring section chiefs, but opinions were sought from every available source, from all past places of employment, from personal friends, and from the military if he had been in military service. After he had been accepted, confirmation came not only from the Municipal Committee of the PZPR, but also from the Voivodship Committee of the PZPR, and his file was passed on to the Home Office in Warsaw for final approval. Department heads had to be members of the PZPR, whereas section chiefs did not have to be members. The probationary period of employment for department heads was three months, as for other white-collar workers.

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20. At the beginning of the second month of the three-month probationary period a job efficiency report was written on the applicant by his superior. The department head's job efficiency report was written by the director of the firm. At the beginning of the third month of the probationary period, the personnel director met with the three firm officials concerned with personnel to decide whether or not to keep the applicant. A person was usually released from his job when it was agreed that he was not a conscientious worker, had a bad attitude toward the Polish Communist Party, was undisciplined, drank during working hours, or for any reason was considered incapable of doing his job.
21. Party members, however, got better treatment, priority in being hired, better jobs and better pay, and received preferential treatment in respect to discharge after the three-month probationary period. The reasons for discharging an ordinary employee were not sufficient for discharging a PZPR member who was in good standing with the Party. If a Party member were deficient in some respect, it was usually recommended that he be allowed to keep his job, but that he should be educated so that he could fulfill it properly.
22. All ex-service men or women who applied for jobs had to surrender their military documents to the personnel director. He took these documents, saying that he would like to look them over and return them to the applicant in several days. Unknown to the applicant, an R-1 file was kept which contained a duplicate of his military history. The R-1 file was classified Top Secret (Scisle Tajna) and could be examined only by the personnel director, the director of the firm, the Security Police (UB), and specially designated Party members.
23. A good personnel director was expected to write a detailed report at least once each year on each person in his firm. This report was not only an efficiency report, but concerned also the political views of the employee, his degree of participation at meetings, and other matters of a personal nature. These files were periodically reviewed by the UB.
24. A functionary of the UB was assigned to every firm. This functionary sat in the local office of the UB and might have two or three firms under his "protection". It was his duty to call on the personnel departments of the firms with which he was concerned to check if there was anyone of a suspicious nature employed there. He often would have several employees of the firm as his secret informers.

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Job Promotions:

25. From the promotions that took place, it was apparent that in order to advance it was not necessary to know one's job, it was only necessary to be an active Party member, speak often at Party meetings (quantity, not quality of speech was what counted), and report on other individuals. It was very important to follow Party doctrine closely in everything one did. In order to do his job satisfactorily, the unskilled Party member would be given a well-trained person as his assistant. The trained

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assistant was referred to as a person who was politically unreliable (o niepewnym obliczu). These assistants were usually of the intellectual class, former members of the Underground Army (Armja Krajowa -- AK) or former officers of the pre-Communist Polish Army. They were needed only until the unskilled Party member learned his job, at which time the assistant was usually discharged.

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